



GSAXcess ® Instructions: Reutilization of Federal Government Property

In April of 2009, CAP Director, Dinah Cohen, launched the "CAP Goes Green" Initiative which challenged CAP staff, vendors and customers to implement more environmentally friendly business practices. The initiative outlined specific objectives for CAP including reusing assistive technology, reducing office resources and recycling materials. Since the onset of the program, the CAP Green Team has taken steps to ensure CAP is a leader in the assistive technology and disability employment communities in the green practices of reducing, reusing and recycling.

To help in the effort to reuse assistive technology, CAP enlisted the help of the General Services Administration (GSA) and their federal property reutilization program, GSAXcess ®. Using the GSAXcess website, federal agencies are able to report their surplus property allowing other agencies to search for and request the property. This document contains step-by-step instructions on how to report and request property for reutilization through GSAXcess.

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Reutilization of Property using GSAXcess ®


1. Property must first undergo the internal screening process of the holding agency to determine if the property can be reutilized. If it is determined that it can not, then the property can be reported as excess to GSA.
2. Excess property can be reported to GSA online at GSAXcess.gov. The property manager of the reporting agency must register with GSAXcess® which will allow them to view available property. For additional permission such as reporting and requesting, the user must contact their Agency's National Utilization Officer or a GSA Area Property Officer (APO).
3. To create a property report, the user would select "Report Property" from the GSAXcess Account Homepage:



[Disaster Relief Items](#) [Help](#)

ilable with Photos: [1,792](#)

- [Lab Equipment](#) (1,321/51)
- [Lighting](#) (207/14)
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ICN: FB282393000006
RECLINER
(Excess)

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GSA		GSAXcess® U.S. General Services Administration			
User Guides		FAQ		Program Links	
• Agency Asset Management System (AAMS)		• Energy Asset Disposal System (EADS)		• Report Property	
				Basic Search Options	

Property Report Data Creation

[Preview Report](#)
 [More Items & Retain Common Data Only](#)
 [More Items & Redisplay all Data](#)
 [Save](#)
 [Submit](#)

Fields marked with an asterisk * are required.

No Property Save Record Found

Item Control Number *

Agency Bureau *

[Reporting Agency Address *](#)

☐ Check if Reporting Agency Address and Property Location information are the same

[Point of Contact *](#)

☐ Check if Point of Contact and Property Custodian information are the same

[Property Location *](#)

[Property Custodian *](#)

Property Type: *
If you need assistance, contact your [NUO](#) or [APO](#)

Agency Location Code (Station Deposit Symbol)
Appropriation or Fund To Be Reimbursed
Agency Control Number

[Federal Supply Class/National Stock Number *](#)

Special Instructions:

[Federal Asset Sales Center:](#)

Make
Model
Item Name
Special Description Code and Text
Quantity
[Unit of Issue](#)
Original Acquisition Cost (per Unit)
Fair Market Value (per Unit)
Condition
Hazardous
Flight Safety Critical Aircraft Part
[Demilitarization](#)
Manufacturer

HT0003 | 9341 | | | [Upload Pictures](#)

9700 Department of Defense (Office of the Secretary of Defense)

|
|
|

City | State | ZIP | |

First Name | Last Name |

Phone | | | Extension |

Fax | | |

Email Address |

☒ Notify Point of Contact when Available for Sale

|
|
|

City | State | ZIP | |

First Name | Last Name |

Phone | | | Extension |

Fax | | |

Email Address |

☒ Notify Property Custodian when Available for Sale

- Regular Utilization and Donation Screening
 - No special requirements
 - Surplus sale proceeds retention
 - [Property was purchased with working capital or revolving funds](#)
- Exceptions

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National Item Identification Number (NIIN) |

☐ Contractor Inventory
☐ Overseas Inventory

☒ GSA
☐ USDA - CEPO (reported property must be located within the Washington,D.C. metropolitan area)
☐ APPROVED WAIVER

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- |

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☐ New/Unused ☐ Usable ☐ Repairable ☐ Salvage ☐ Scrap
☒ No ☐ Hazardous Material ☐ Hazardous Waste
☒ Blank ☐ E ☐ F

|

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GSAXcess®
 U.S. General Services Administration



User Guides

FAQ

Program Links

Contact Links

• Agency Asset Management System (AAMS)

• Energy Asset Disposal System (EADS)

• Report Property

[Basic Search Options](#)

Advanced Search

[View Cart \(0 \)](#)
[Checkout](#)

Search

Enter Global Search and/or One Primary and One or more Secondary Criteria for Search

Global Search

Exact Phrase ▾

Choose One Primary Search Criterion:

Federal Supply Group/ [Class](#) /National Stock Number

Item Control Number

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Civilian Agency

Exchange/Sale Only

Date Reported (= OR >)

Surplus Release Date (= OR >)

National Item Identification Number (NIIN)

- -

All DRMO
 ☐ All RCP
 ☐

All ☐ One ☐

(MM/DD/CCYY)

(MM/DD/CCYY)

Choose one or Several Secondary Criteria:

Condition

Date Reported (= OR >)

Surplus Release Date (= OR >)

[Defense Reutilization and Marketing Office](#)

[Activity Address Code](#)

Agency or Agency/Bureau

Civilian Agencies Only

Exchange/Sale Only

States

-Select Condition-

▾

(MM/DD/CCYY)

(MM/DD/CCYY)

All DRMO
 ☐ All RCP
 ☐

☐

☐

State
State
State
State
State
State

Search

Or by browsing the global list of property by category:

GSAXcess®
U.S. General Services Administration

User Guides FAQ Program Links Contact Links GSAXcess® HelpDesk
• Agency Asset Management System (AAMS) • Energy Asset Disposal System (EADS) • Report Property • Want List • Direct Select • PTM

Global Search Exact Phrase Go! Basic Search Options Advanced Search Menu Home Logout

Worldwide Property Items by Category

All Items Available - All Categories
View Cart (0) Checkout Disaster Relief Items Help
Total number of items available: 43,020 / Total items available with Photos: 1,792

- [Agricultural Equipment and Supplies \(69/41\)](#)
- [Aircraft \(242/1\)](#)
- [Aircraft Parts and Tires \(5,482/5\)](#)
- [Automobiles \(41/25\)](#)
- [Boats \(22/8\)](#)
- [Clothing and Personal \(1,042/4\)](#)
- [Communication and Detection Equipment \(619/15\)](#)
- [Computer Equipment \(4,212/176\)](#)
- [Computer Software and Accessories \(1,347/34\)](#)
- [Construction Equipment \(69/27\)](#)
- [Electrical and Electronic Equipment and Components \(5,398/52\)](#)
- [Electrical and Electronic Measuring and Testing Equipment \(758/9\)](#)
- [Fire Trucks and Fire Fighting Equipment \(92/51\)](#)
- [Food Preparation and Serving Equipment \(183/51\)](#)
- [Furniture \(822/177\)](#)
- [Hardware \(7,001/5\)](#)
- [Household \(181/22\)](#)
- [Industrial Service and Trade Machinery \(147/16\)](#)
- [Industrial Special Machinery \(166/43\)](#)
- [Jewelry and Collectibles \(7/0\)](#)
- [Lab Equipment \(1,321/51\)](#)
- [Lighting \(207/14\)](#)
- [Marine Equipment \(24/0\)](#)
- [Materials Handling Equipment \(54/21\)](#)
- [Medical, Dental and Veterinary Equipment and Supplies \(894/218\)](#)
- [Miscellaneous \(8,650/225\)](#)
- [Motorcycles and Bicycles \(41/24\)](#)
- [Musical Instruments \(41/7\)](#)
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- [Vehicular Components and Tires \(403/22\)](#)

ICN: W23A2H922509158
SPREADER, LIFTING, FR
(Excess)

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- After a property report is created, the excess property undergoes a utilization and donation screening period which typically lasts twenty-one calendar days. During the screening period, eligible federal agencies can view and request the property. If at the end of the screening period the property has not been transferred, the property is available to be offered to the general public for sale.
- When a user of GSAXcess® requests excess property, the GSA Area Property Officer, in the region where the property is located, reviews and allocates the property normally on a first come, first serve basis.
 - Once an allocation has been made, a SF122 electronic transfer order is emailed or faxed to the Approving Official for signature.
 - The approving official signs the transfer order and faxes it back to the GSA Area Property Officer.
 - The GSA APO requisitions the property and faxes an approved transfer order back to the requestor.
 - The holding agency receives a copy of the SF122 transfer order.

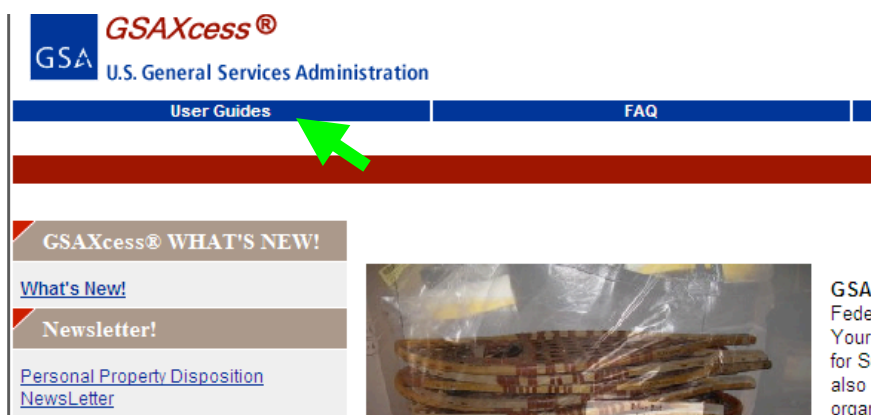
- The requestor must contact the holding agency to arrange for the pickup of the property. All shipping and handling costs associated with the transfer of property are incurred by the requesting agency.

Computers for Learning Program

All excess computer equipment and peripherals reported to GSA is reported to the Computers for Learning Program where eligible schools and educational non-profit organizations can request the excess equipment. As with GSAXcess®, the reporting agency will receive an approved SF122 transfer order for each requested item and the receiving party incurs all shipping and handling charges.

User Guide

The GSAXcess® User Guide can be accessed directly from the GSAXcess® home page:



Contacts

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[List of Area Property Officers](#)

[List of Personal Property Management Offices](#)